



Fort Lauderdale / Broward County EMA  
**Broward County HIV Health Services Planning Council**

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**HIV PLANNING COUNCIL COORDINATION  
MEETING AGENDA**

Tuesday April 17, 2019 – 10:30 a.m.

**Location:** GoToMeeting Conference Call

**Chair:** Réquel Lopes **Vice Chair:** Claudette Grant

- 1. CALL TO ORDER**
- 2. REVIEW STATEMENT OF SUNSHINE & PUBLIC COMMENT REQUIREMENTS**
- 3. WELCOME AND INTRODUCTIONS**
- 4. REVIEW:**
  - Meeting Agenda: 4/17/19
  - 5/9/18 HIVPC Coordination Minutes
- 5. NEW BUSINESS**
  - HIVPC Membership Update
    - Committee Chairs
  - Executive Committee Meeting Overview
  - HIV Planning Council Meeting Overview
- 6. NEXT MEETING DATE: TBD**
- 7. ADJOURNMENT**

**THREE GUIDING PRINCIPLES OF THE BROWARD COUNTY HIV HEALTH SERVICES  
PLANNING COUNCIL**

- Linkage to Care • Retention in Care • Viral Load Suppression •



**HIV PLANNING COUNCIL COORDINATION  
 MEETING AGENDA**

Thursday, May 9, 2018 – 9:30 a.m.

**Location:** Phone Conference

**Chair:** Requel Lopes **Vice Chair:** Carla Taylor-Bennett

<b>ATTENDEES</b>	
1	Lopes, R. <i>HIVPC Chair</i>
2	Johnson, B. <i>HIVPC Manager</i>
3	Oratien, V. <i>HIVPC Staff</i>
4	Jones, L. <i>Part A Recipient</i>
5	Anderson, T. <i>Part A Staff</i>
6	Robinson, J. <i>Part A Staff</i>
7	Shamer, D.

**1. CALL TO ORDER**

The HIV Planning Council (HIVPC) Coordination was called to order by the HIVPC Chair at 9:36 a.m.

**2. REVIEW STATEMENT OF SUNSHINE & PUBLIC COMMENT REQUIREMENTS**

The HIVPC Chair welcomed all present. Attendees were notified of information regarding the Government in the Sunshine Law and meeting reporting requirements, which includes the recording of minutes. Attendees were advised about the meeting ground rules.

**3. WELCOME AND INTRODUCTIONS**

Introductions were made by those participating on the phone.

**4. REVIEW:**

- Meeting Minutes: 4/11/18
- Meeting Agenda: 5/9/18

**5. NEW BUSINESS**

- Integrated Plan Goal 4: The Part A Recipient discussed conversations that had taken place in recent Integrated Funders Collaborative and Integrated Plan Goal Group 4 meetings. He expressed the opportunity for integration across planning bodies and funders based on Goal 4 objective 4.1a: *Develop a coordinated and integrated priority setting and resource allocation process and combined funding initiatives.* This process will provide the opportunity for both joint HIV needs assessments and resource allocations initiatives. Currently, the Part A Planning Council is the only planning body with a community driven PSRA process. Having a collaborative process would allow planning bodies and Ryan White funders to work together to achieve more cohesive funding streams in the future. The Recipient suggested discussing this collaboration at the upcoming Executive meeting and possibly restructuring the System of Care (SOC) committee as a joint planning body similar to joint committees from previous years. The HIVPC Chair agreed, but posed a question regarding leadership of this committee and overall structure and participation from planning bodies and community members.  
**ACTION ITEM:** Include Integrated Plan Goal 4 discussion on the 5.17.18 Executive agenda
- HIVPC Evening Meeting- 5/24/18: The HIVPC Manager discussed the current logistics for the upcoming evening HIVPC meeting. As of today, the Good Growth Homes has been secured

for the meeting location. There is ample parking, meeting space, and access to a bus route. The original meeting space, 211 has been cancelled for this meeting. However, PC staff will contact them to request the space for future meetings. The agenda will include a presentation on the ADAP online eligibility roll out, an update on the Integrated Plan as it relates to the community, and an interactive/mix and mingle introduction and overview of the HIVPC. PC Staff will send the updated flyer through the listserve and contact funders and other providers and request this information be sent out and marketed at their locations as well. Additional planning and final agenda items will be discussed at the Executive meeting.

**6. NEXT MEETING DATE:** June 13, 2018 at TBD.

**7. ADJOURNMENT**

The meeting was adjourned at 9:55 a.m.

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**Committee Meeting Agenda: Executive Committee**  
**Date/Time: Thursday, April 18, 2019, 1:00 p.m.**  
**Location: Secret Woods Nature Center**  
**Chair: Lopes, R. Vice Chair: Grant, C.**

1. **CALL TO ORDER:** *Welcome, Ground Rules, Sunshine, Introductions, Moment of Silence, & Public Comment*
2. **APPROVALS:** 04/18/19 Executive Committee Agenda and 03/21/19 Meeting Minutes
3. **STANDARD COMMITTEE ITEMS**
  - a) Review and Approve 04/25/19 HIVPC Agenda, Meeting Materials and Motions (Handouts A)
  - b) Review May 2019 HIVPC Calendar (Handout B)
4. **UNFINISHED BUSINESS**  
None.
5. **MEETING ACTIVITIES/NEW BUSINESS**

<i>Agenda Items</i>	<i>Action to be taken, presentation, discussion, brainstorm etc.</i>
<b>Training Plan</b>	ACTION ITEM: Review leadership training plan.
<b>Race Equity Institute Training</b>	ACTION ITEM: Determine how to incorporate a racial equity follow up training for the Executive Committee and HIVPC.
<b>Guiding Principles</b>	ACTION ITEM: Review updated guiding principles per HRSA Site Recommendation.

6. **GRANTEE REPORTS**
7. **PUBLIC COMMENT**
8. **AGENDA ITEMS / TASKS FOR NEXT MEETING:** May 16, 2019 1:30 p.m. **VENUE:** A-337

<i>Agenda Items for next Meeting</i>	<i>Action to be taken, presentation, discussion, etc.</i>

9. **ANNOUNCEMENTS**
10. **ADJOURNMENT**

**PLEASE COMPLETE YOUR MEETING EVALUATIONS**  
**THREE GUIDING PRINCIPLES OF THE HIV PLANNING COUNCIL**

- Linkage to Care • Retention in Care • Viral Load Suppression •

**VISION:** To ensure the delivery of high quality comprehensive HIV/AIDS services to low income and uninsured Broward County residents living with HIV, by providing a targeted, coordinated, cost-effective, sustainable, and client-centered system of care

**MISSION:** We direct and coordinate an effective response to the HIV epidemic in Broward County to ensure high quality, comprehensive care that positively impacts the health of individuals at all stages of illness. In so doing, we: Foster the substantive involvement of the HIV affected communities in assuring consumer satisfaction, identifying priority needs, and planning a responsive system of care Support local control of planning and service delivery, and build partnerships among service providers, community organizations, and federal, state, and municipal governments Monitor and report progress within the HIV continuum of care to ensure fiscal responsibility and increase community support and commitment



**BROWARD COUNTY HIV HEALTH SERVICES PLANNING COUNCIL**  
**MEETING AGENDA**

Thursday, April 25, 2019 9:30 a.m.  
 GC-430

**Chair:** Réquel Lopes **Vice Chair:** Claudette Grant

*Reminder: Meeting Attendance Confirmation Required at least 48 Hours Prior to Meeting Date*

- 1. CALL TO ORDER** (10 minutes)
- 2. WELCOME AND PUBLIC RECORD REQUIREMENTS**
  - a. Welcome and Introductions
  - b. Review Meeting Ground Rules, Public Comment and Public Record Requirements
  - c. Council Member and Guest Introductions
  - d. Moment of Silence
  - e. Excused Absences and Appointment of Alternates
  - f. Approval of 4/25/19 Meeting Agenda
  - g. Approval of 3/28/19 Meeting Minutes

**3. PHONE INTRODUCTIONS**

**4. PUBLIC COMMENT** (Up to 10 minutes)

**5. CONSENT ITEMS**

#	Motion	Justification	Proposed By
1	To approve the adoption of a Member Handbook (Handout B).	The Membership/Council Development Committee has reviewed the membership pre and post-appointment orientation process and created an onboarding manual that contains resources and useful documents for new and existing members.	Membership/ Council Development Committee
2	To approve Christopher Leonard for the Priority Setting & Resource Allocation Committee.	Mr. Leonard works for the City of Ft. Lauderdale’s HOWPA Program. He will provide information on expenditures, trends and utilization of federally funded HOPWA services.	Priority Setting & Resource Allocation Committee
3	To approve Bessie Dennis for the Priority Setting & Resource Allocation Committee.	Ms. Dennis is a PLWH who is committed to advocating for and serving the HIV/AIDS community by improving the quality of life of those affected and diagnosed.	Priority Setting & Resource Allocation Committee
4	To approve the HIV Planning Council FY19-20 Work Plan (Handout C).	The Executive Committee has reviewed and updated the HIVPC workplan for FY 2019-2020.	Executive Committee
5	To approve the Guiding Principles update (Handout D).	Revisions to the Guiding Principles were made as per HRSA Site Visit recommendations.	Executive Committee

**6. DISCUSSION ITEMS**

None.

7. NEW BUSINESS

- a. PSRA Process Presentation - Receive PSRA Process overview.

8. MARCH COMMITTEE REPORTS (15 minutes)

A. COMMUNITY EMPOWERMENT COMMITTEE (CEC)

Meeting Canceled- No Quorum

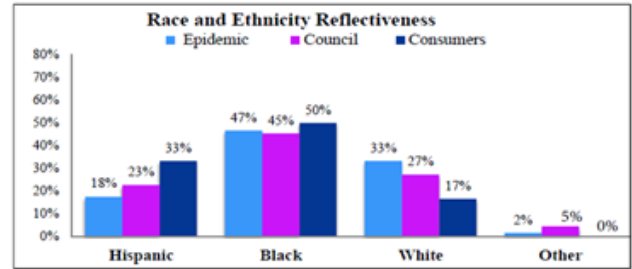
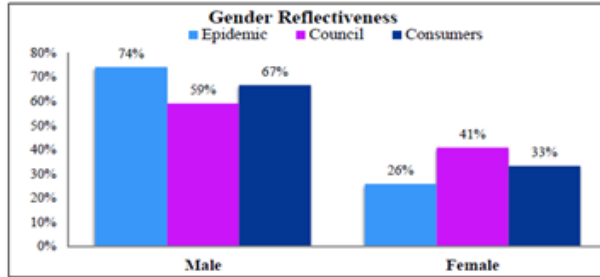
Chair: Vacant V. Chair: P. Fleurinord

B. MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE (MCDC)

April 11, 2019

Chair: V. Foster, V. Chair: Vacant

HIV Planning Council Membership Report  
Current Through March 2019



Gender	Epidemic	Council	% Difference	Consumers	% Difference
Male	15,309 74%	13 59%	-15%	4 67%	-7%
Female	5,352 26%	9 41%	15%	2 33%	7%
Transgender	-	0 0%	-	0 0%	-
Race	Epidemic	Council	% Difference	Consumers	% Difference
Hispanic	3,640 18%	5 23%	5%	2 33%	16%
Black	9,646 47%	10 45%	-1%	3 50%	3%
White	6,885 33%	6 27%	-6%	1 17%	-17%
Other	332 2%	1 5%	3%	0 0%	3%
<b>Total</b>	<b>20,661 99%</b>	<b>22</b>		<b>6</b>	

Current Members	22
Minimum (Per County Ordinance)	20
Maximum (Per County Ordinance)	35
% Unaffiliated Consumers	27%

Vacant Seats	
1. Grantees of Other Federal HIV Programs - VA	
2. Federally Recognized Indian Tribe Members	
3. State Medicaid	
4. Local Public Health Agency	
5. Health Planning	
6. Alternates (3)	
7. Co-infected with Hepatitis B or C	

No more than 3 members employed by one governmental agency or provider shall serve on the HIVPC at one time, and no more than 40% of HIVPC members shall be Part A-funded providers.

% Part A-Funded Providers 36%

**A. Work Plan Item Update / Status Summary:**

HIVPC Committee Vacancies: Since the last MCDC meeting, three (3) members have been appointed to the HIVPC. Two (2) of those new members are Black female consumers, which has been a demographic of focus. There is still a need for consumer membership as the HIVPC remains below the 33% HRSA mandate for PLWHA participation.

Current Applicants, Interested Parties, and Appointments: The Committee reviewed and approved an application for HIVPC membership pending the completion of pre-appointment training and meeting attendance.

Welcome Packet: Members reviewed the welcome packet, which was created for new members. Members made suggestions for updates. Once approved by the HIVPC, the manual will be distributed to all HIVPC members in binders.

Training Plan: The Committee reviewed their previous training plan and made suggestions for topics to review with the HIVPC. MCDC chose topics to be presented quarterly to the HIVPC for FY19-20 and FY20-21. The Committee will review the topics at its next meeting to finalize the training plan.

**B. Rationale for Recommendations:**

None.

**C. Data Reports/Data Review Updates:**

None.

**D. Data Requests:**

None.

**E. Other Business Items:**

Agenda Items for Next Meeting: Finalize Training Plan, Post-Appointment Orientation. Next Meeting Date: May 9, 2019 at 9:30 a.m. Room: A-337

C. INTEGRATED WORKGROUP

**No April Meeting**

*Chair: T. Pietrogallo, V. Chair: T. Williams*

**D. QUALITY MANAGEMENT COMMITTEE (QMC)**

**Meeting Canceled**

*V. Chair: B. Fortune-Evans*

**E. PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE (PSRA)**

**April 18, 2019**

*Chair: L. Robertson, V. Chair: M. Hayes*

**F. AD-HOC ADVISORY COMMITTEE**

**April 23, 2019**

*Chair: A. Ruffner*

**G. EXECUTIVE COMMITTEE**

**April 18, 2019**

*Chair: R. Lopes, V. Chair: C. Grant*

**H. SYSTEM OF CARE COMMITTEE (SOC)**

**No April Meeting**

*Chair: Vacant V. Chair: Vacant*

**\*\* For detailed discussion on any of the above items, please refer to the meeting minutes. \*\***

**9. GRANTEE REPORTS (20 minutes)**

- a. Part A
- b. Part B
- c. Part C
- d. Part D
- e. Part F
- f. HOPWA
- g. Prevention

**10. UNFINISHED BUSINESS**

**11. PUBLIC COMMENT (Up to 10 minutes)**

**12. ANNOUNCEMENTS**

**13. REQUEST FOR DATA**

**14. AGENDA ITEMS FOR NEXT MEETING: May 23, 2019 9:30 a.m. LOCATION: GC-430**

**15. ADJOURNMENT**

**PLEASE COMPLETE YOUR MEETING EVALUATIONS**  
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**HIV HEALTH SERVICES PLANNING COUNCIL**

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